

PRESIDENT'S STAFF MINUTES
Pickett Park
January 31, 2008

- PRESENT** John Cavan, John Sykes, Al Yoder, David Johnson, Al Roberts, Peter Hunt, Chad Patton, Brent Richey, Liz Grizzard, Linda Sheffield and Tom Wisbey
- MASTER CALENDAR** Jessica Reed will be responsible for the college master calendar and will put it on Outlook.
- CHANCELLOR'S CONFERENCE CALL** Peter Hunt shared recent conference call with the Chancellor concerning our current budget situation. In addition to next year's reduction we need to be careful this year in case the General Assembly will not allow our carryover funds to be used. After discussion, the President's Staff decided to develop a contingency plan for needed equipment that we would prioritize next meeting and set a drop date for ordering.
- HEAVY EQUIPMENT** Peter discussed the federal dollars the college received for heavy equipment lease purchases. Dan and Woodson Irby are working on a program cost reduction method to replace and purchase equipment using these federal funds.
- SACS** Discussed SACS faculty qualification list which is now down to seven instructors who need more education to meet SACS standards. This is primarily in the area of political science.
- NURSING SIMULATION LAB STAFFING IN CHASE CITY** Shared part-time job description with President's Staff. Tom Wisbey will work with Mary Jane Elkins to fund this and nursing tutors using nursing success coach dollars we received from the Tobacco Commission as a grant position. This position should be posted within a week.
- ENROLLMENT** The college dropped 130 students due to the lack of payment. We are continuing to register dual enrollment students into our system. The college is up 6% from last spring's enrollment.

**SUPERINTENDENT'S
MEETING**

Discussed the agenda for the February 19th meeting which will be held at Pickett Park. Faculty from Heavy Equipment, Truck Driving and Diesel will make a presentation on their programs. Agenda items are dual enrollment, update on plans for Pickett Park campus and SACS.

OTHER:

Catalog issues: EMS Basic Career Studies Certificate will stay as it currently is in the catalog and Lodging Certificate will be listed as pending approval.

Asked to have Chad Patton work with Bethany Harris on the use of survey monkey for data collection required for the administrators evaluation process.

Approved educational aid requests for:

Hannah Guarino	\$400.00
Will Hamilton	\$400.00
Le'Tina Giles	\$400.00

Amanda Todd from the Verizon Union approached Al Roberts to present college programs at their Richmond Career Fair on March 18, 2008. The group felt we should support this event and will ask Freddie Reekes to set up or attend.